

Position:	Librarian - Brownsville Satellite Library Court Personnel System Classification Level CL-28
Position Type:	Full-time, 40 hours per week, one-person library.
Salary Range:	Expected starting salary range: \$48,456 - \$60,576, depending on experience and qualifications. Full annual salary range: \$48,456 - \$78,755
Closing Date:	Position open until filled.
Location:	Brownsville, Texas

REPRESENTATIVE DUTIES

- Using print and electronic sources, performs legal and non-legal research and reference services for judges and their staffs, and other court personnel in Brownsville, Corpus Christi, McAllen, and Laredo, TX.
- Provides education and training to court staff on Lexis, Westlaw, the Internet and other research sources; develops training materials, library promotional materials, and research guides.
- Develops and maintains court archives.
- Works as a team member in coordinating services with other branch libraries.
- Performs interlibrary loan transactions for court personnel.
- Assists with collection development, acquisitions, and inventory control activities for the library.
- Utilizes integrated library system to manage acquisitions, perform serial control and prepare management reports.
- Represents the Fifth Circuit library system at local, regional, or national meetings.

REQUIRED QUALIFICATIONS

- M.L.S. degree or equivalent from an ALA-accredited library school.
- One year of library experience equivalent to work at a CL-27 level.
- Applicant must be a United States citizen or eligible to work for the federal government.
- Ability to travel as needed.

PREFERRED SKILLS

- Two years law library experience.
- Ability to prioritize demands from multiple judges and/or attorneys.
- Experience with an Integrated Library System.
- Skill in the use of Windows-based personal computers and basic office applications software.
- Skill in the development of web-based delivery systems for information services.
- Demonstrated skills in reference and legal research using print and electronic resources.
- Aptitude for performing functions requiring a high degree of accuracy and careful attention to detail.
- Experience working with people at all levels; effective oral and written communication skills.
- Ability to handle occasional moderate to heavy physical activity.

APPLICATION PROCESS

Please submit cover letter and resume to (email submission is acceptable):

U.S. Court of Appeals Library
Attn: Michael R. Smith, Deputy Circuit Librarian
515 Rusk Ave. Room 6311
Houston, TX 77002

Email: michael_r_smith@ca5.uscourts.gov

BENEFITS AND OTHER INFORMATION

Federal court employees are not included in the government's civil service classification. However, they are entitled to the same benefits as other federal employees and some additional benefits. These include: paid annual and sick leave; automatic enrollment in a retirement plan and in direct deposit of earnings; and optional enrollment in health benefits, life insurance, tax-deferred savings, long-term care, and long-term disability programs. Court employees are required to use Electronic Fund Transfer (EFT) for payroll deposit. New selectees are subject to a background check as a condition of employment.

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